

2023 IBTF COMPETITION POLICY MANUAL



INTERNATIONAL BATON TWIRLING FEDERATION

October 2021

IBTF WORLD BATON TWIRLING CHAMPIONSHIP & NATIONS CUP COMPETITION

GENERAL INFORMATION

1. The World Baton Twirling Championship and Nations Cup competitions shall be open to athletes who are members of the organization whose Association/Federation are members of the World Baton Twirling Federation (WBTF) and/or the World Federation of National Baton Twirling Associations (WFNBTA). All athletes must hold a valid passport (or a valid National Identity Card, for European nations) in their own name from Country he/she represents as proof of their citizenship and age.
2. Certified judges from both the World Baton Twirling Federation (WBTF) and the World Federation of National Baton Twirling Associations (WFNBTA) will judge the IBTF Competitions and will utilize the IBTF judging system.
3. As well as this document, Competitors and Coaches should also refer to the IBTF Competition Rulebook and the IBTF Entry Registration Process Manual.

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1.0 COMPETITION PREPARATION & WARMUPS

1.1 PRACTICE PERIODS ON THE COMPETITION FLOOR

There will be two practice periods ONLY per day on the competition floor. MORNING PRACTICE PERIOD and LUNCH TIME PRACTICE PERIOD.

The venue will be open for practice 2 hours prior to the beginning of the competition each day and for one hour only during the lunch break. “An organized morning practice schedule and an organized lunch time practice schedule will be distributed once the competition schedule has been set.

All athletes and coaches must follow the instructions of the Practice Floor Monitor.”

- **AREA # 1 (Adjacent to the Competition Floor)**
 - a. An area large enough to accommodate one set of athletes
 - b. Athletes will focus and get ready to go to the competition floor
- **AREA # 2 (Controlled access area)**
 - a. Athletes are given a minimum of 5 minutes for final preparations before moving to Area 1
- **AREA # 3 (Uncontrolled access area)**
 - a. Area for practice that is based upon availability

2.0 COMPETITION PROCEDURES

2.1 Number of Judges

- **Solo, Two Baton, Three Baton, Artistic Twirl, X-Strut, Duet & Artistic Pair:**

There will be 4 Judges per panel, plus a Penalty Judge to record drops and another penalty judge to assess content restriction violations if applicable.

Solo, Two Baton, Three Baton, & Duet will be judged by a mixed panel consisting of equal representation of judges each from WBTF and WFNBTB.

X-Strut will be judged by WFNBTB Judges

Artistic Twirl and Artistic Pair will be judged by WBTF Judges.

- **Twirling Team, Artistic Team, Twirling Corps, Artistic Group & Majorette Corps:**

There will be a minimum Number of 6 and maximum of 10 Judges for Team, Group, Corps Disciplines including Majorettes. (Equal judges per Federation). NOTE: Artistic Group uses 6 judges.

In addition: all the disciplines listed above use two Timing/Penalty Judges to Record the time of the music, to record drops and another penalty judge to assess content restriction violations.

2.2 Order of Disciplines

The IBTF shall determine the actual Order of Disciplines for the World Baton Twirling Championship and the Nations Cup Competition.

2.3 Order of Rounds

- All Preliminary Rounds
- All Final Rounds

2.4 Order of Appearance:

- Preliminary – random draw
- Final Rounds – reverse order of prelim ranking

2.5 Competition & Announcing Procedures

- A printed “Set System” Program shall be developed to indicate the Order of Disciplines and the order in which the competitors shall perform.
- The official “Set System” Program will be final following the close of registration. It is the responsibility of the host federation to distribute the final set system to all countries participating in the competition.

For All Disciplines:

The Set System shall list the names of everyone, duo, team, group and/or corps (and country) in each lane (indicating the event and division). For Set #1, the Announcer shall call the set number, then the name of the athlete (s) (and country name) on each lane that corresponds to that set number. The athletes shall acknowledge to the judge (e.g., relevé with arms raised in a “V”). After all athletes for a particular set have been introduced, the Announcer will then ask, “Are the judges ready?”, say “Music” and each entrant will begin their routine when the music starts.

Upon completion of the music: The Announcer will announce the next set number and introduce the next set of performers (and their country name) on each of the lanes. The announcer will then say the following:

- 1) For the NATIONS CUP (with B & A Levels of competition): The Announcer will say “Judges marks for penalties” and the penalty judges will display their marks for any penalties. (A yellow card with black numbers for Content Restriction violations and a white card with red numbers for displaying the number of drops)
- 2) For the WORLD BATON TWIRLING CHAMPIONSHIP (only): the Announcer will say “Judges marks for penalties” and the penalty judges will display the number of drops assessed on a white card with red numbers and a yellow card with black numbers for any discipline that contains Content Restriction violations.
- 3) Those completing their performance and receiving their penalty marks will leave the floor and the next set of performers will take their position in front of the judges, and the Announcer will ask “Are the judges ready” and then say “Music”. This procedure will continue until all sets are completed.
- 4) NOTE: Judges scores are NOT displayed following each athlete’s performance.

2.6 Competition Floor

2.61 Measurements

- 50 feet (15 meters) x 84 feet (25 meters) minimum (standard basketball floor size)
- For Solo, 2 & 3 Baton, X-Strut & Duet a lane shall be approximately 25-30 feet (7.5-9.0 meters) across and 15-20 feet (4.5-6 meters) deep using floor plan A or B. The number of lanes and the actual size of each lane will be dependent on the available size of the competition floor.

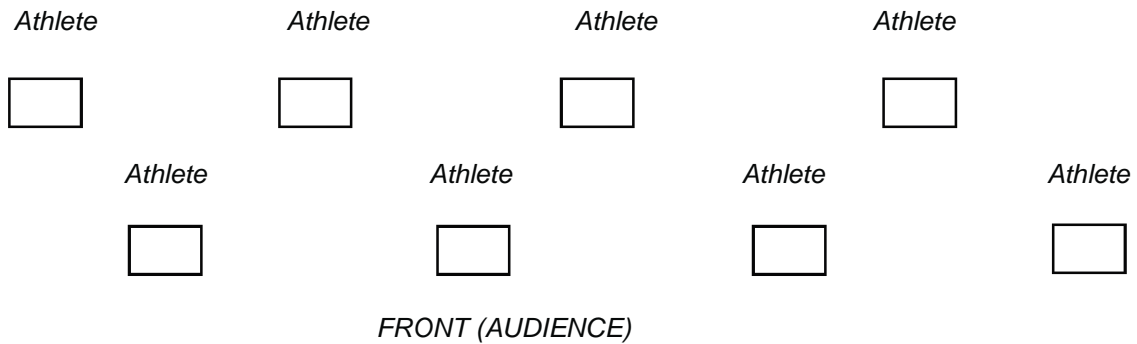
2.62 Floor Set up - Individual disciplines

- Judges' tables shall be referred to as "lanes". See below for floor plan.
- The Music Coordinator and Announcer shall be seated in an area off the competition floor with an unobstructed view of all lanes.
- Tables shall be skirted as well as marked with Lane Number (on front of table and on the back of one judge's chair).
- The Set Number shall be displayed prominently near the competition floor.

2.63 Floor Set Up – Solo, 2 & 3 Baton and Duet Disciplines:

The schedule is set to run 6-8 lanes for these disciplines (based on available size of the competition floor).

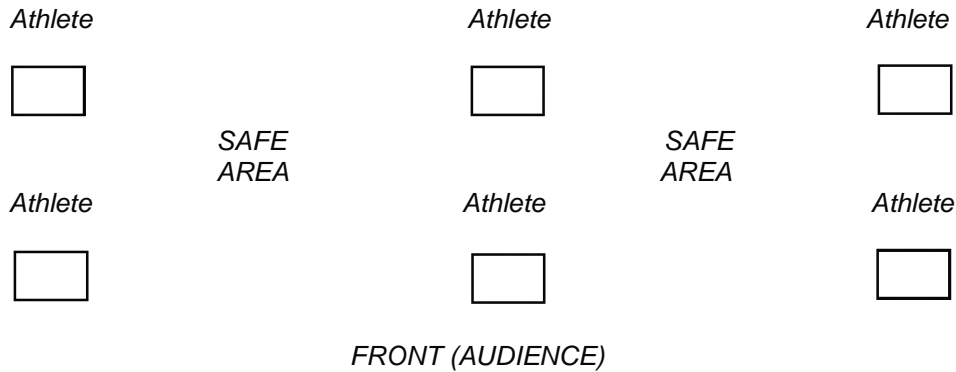
FLOOR PLAN



2.64 Floor Set Up – X-Strut, Artistic Twirl & Artistic Pair Disciplines:

The schedule is set to run 6 lanes for these disciplines (based on available size of the competition floor).

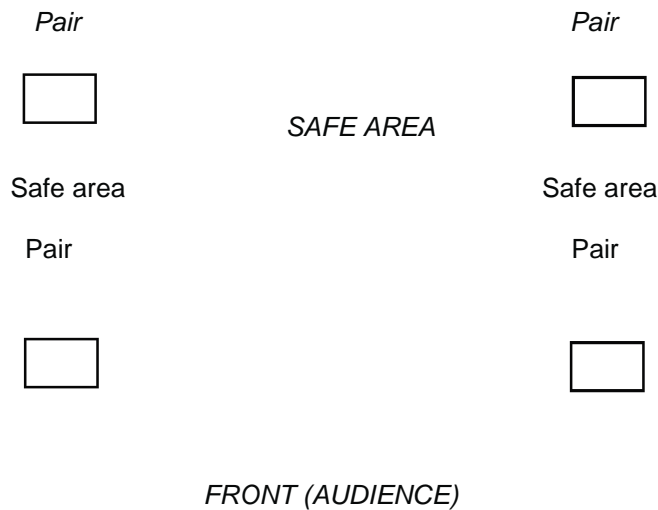
FLOOR PLAN



2.65 WORLD CHAMPIONSHIP Floor Set Up – Artistic Pair Discipline:

The schedule is set to run 4 lanes for the Artistic Pair discipline (based on available size of the competition floor).

FLOOR PLAN



2.66 NATIONS CUP AND WORLD CHAMPIONSHIP Floor Set Up - Team:

- Competition floor shall be clear and empty.
- Judges shall be seated in the stands.
- The Music Coordinator and Announcer shall be seated in an area off the competition floor with an unobstructed view of the floor.
- During Team competition, a marker approved by the facility (e.g. tape, pylon) shall be used to designate the floor boundaries in each corner and the center of competition floor shall be marked.

3.0 NUMBER OF ROUNDS

3.1 Nations Cup:

3.11 Solo, Two Baton, Three Baton, Artistic Twirl, X-Strut, Duet & Artistic Pair:

1. All disciplines and all age divisions will have two rounds of competition. They begin with a Preliminary Round and end with a Final Round.
2. The Final Round consists of 10 athletes or less for all divisions, regardless of their starting size.

3.12 Twirl Team & Artistic Team:

All disciplines and divisions will have two rounds of competition. They begin with a Preliminary Round and end with a Final Round.

1. For divisions of 20 or fewer, the top 6 teams or groups advance to the Final round.
2. For divisions of 21 or more, the top 10 teams or groups advance to the Final round.

3.13 Regarding Ties:

From a Preliminary round, all individuals/duets/pairs/teams tied for the final qualifying spot will advance to the Final round.

3.2 World Baton Twirling Championship:

3.2.1 Solo, Two Baton, Three Baton, Artistic Twirl, X-Strut, Duet & Artistic Pair:

1. All disciplines listed above, and all the divisions will have two rounds of competition. They begin with a Preliminary Round and end with a Final Round.
2. For divisions of **30** or fewer athletes, the top 10 advances to the Final round. The remaining athletes have completed competition.
3. For divisions of **31-50** athletes, the top 15 advances to the Final round. The remaining athletes have completed competition.
4. For divisions of **51** or more athletes, the top 20 advances to the Final round. The remaining athletes have completed competition.

3.2.2 Regarding Ties:

From a Preliminary round, all individuals/duets/pairs tied for the final qualifying spot will advance to the final round.

3.2.3 Twirl Team, Artistic Team, Twirling Corps & Artistic Group:

All disciplines and divisions will have two rounds of competition. They begin with a Preliminary Round and end with a Final Round.

1. For divisions of 20 or fewer, the top 6 teams or groups advance to the Finals.
2. For divisions of 21 or more, the top 10 teams or groups advance to the Finals.

3.2.4 Regarding Ties:

From a Preliminary round, all teams, corps, or groups tied for the final qualifying spot advance to the Final round

Note:

- The number of rounds of competition for each division will be determined based on the set system prepared and distributed to each federation with their event registration package.
- Athlete additions after the official entry deadline and all entries have been confirmed are not allowed and will be stated on the entry form.
- No Shows that occur after registration closes at the event do not alter the scheduling of any Preliminary, Semi-Final or Final Rounds.

4.0 SCORING PROCEDURES

ALL DISCIPLINES & LEVELS: Judges will be provided with Judging Master Sheets listing the names of the athletes and/or teams, groups, corps in each discipline and division they are assigned to judge. Judges shall use the Master for their own notations and to record the official score of each competitor that is sent to Tabulation. No score sheets will be issued; however, a complete copy of the Tabulation Recap Sheet for each category and round will be posted at the conclusion of each round of competition.

Each judge will use his or her own scoring system (i.e.: WFNBTAs judges will use their captioned scoring master. WBTF judges will use their Olympic Scoring Master. Where applicable, WFNBTAs scores will be divided by 10 to put the score into the same range as that of WBTF).

Judges for all disciplines will use the Place Point Ordinal Scoring System of judging. Exception: Artistic Groups which use the Caption Judging System.

4.1 DETERMINATION OF PLACEMENT

The Place Points (not the scores) received by each athlete/team shall be added together to determine the placements. Then the following steps will be utilized:

Step #1 – Any majority of firsts will determine the first-place winner only. If there is not a majority of firsts, revert to the lowest total PLACE POINTS (adding up the places each athlete received). Place points determine all other placements only (lowest to highest).

Example: If an athlete receives 1st place from one judge and 2nd place from the two other judges, that athlete's place points would total 5. She/he would place higher than any athlete who did not receive 2 firsts and who received a total of 6 place points or more.

Step #2 – When there is not a majority of firsts and there is a TIE in the place points, revert back to the total numerical score from all judges. The highest total score breaks the tie and determines the higher placement.

Step #3 – If you have followed Step #1 and Step #2 and a tie remains, use the following procedure:

- a) in preliminary rounds, all athletes tied in the last advancing position advance to the next round and remain unbroken
- b) in final rounds, ties for any position remain unbroken.

All Ties will remain tied and one placement will be skipped.

Example: a second-place tie, the next place is fourth.

5.0 TABULATION PROCEDURES FOR PENALTIES:

5.1 PENALTIES FOR ALL DISCIPLINES OF BOTH ORGANIZATIONS:

PENALTY FOR ALL INDIVIDUAL, DUET, ARTISTIC PAIR DISCIPLINES - Any athlete leaving the floor, before the end of the music has been reached (for reasons other than illness, first aid, music and costume problems*) = 2 (two) pts. (*Deducted from each Judges Score*)

PENALTY FOR ALL TEAMS, GROUPS & CORPS - Athlete(s) leaving the floor, before the minimum time has been reached (for reasons other than illness, first aid, music, and costume problems*) = 5 pts. (*Deducted from each Judges Score*)

DISQUALIFICATION: Any athlete(s) leaving the floor, before or after the end of the music has been reached due to an unsportsmanlike attitude of disgust, anger, unprofessionalism, etc. is cause for DISQUALIFICATION (NO score). The assessment of the Technical & Judges Chairs as to which type of departure is taken should be their decision.

CONTENT RESTRICTION PENALTIES:

- ✓ For NATIONS CUP - All disciplines
- ✓ For WORLD BATON TWIRLING CHAMPIONSHIP - X-Strut & Artistic Group ONLY

5.2 For NATIONS CUP Individual, Duet, and Artistic Pair disciplines:

- ✓ WBTF - A 1-point deduction per infraction per judge will be assessed for including material that violates the written content restrictions on a 10-point scale.
- ✓ WFNBT - A 10-point deduction per infraction per judge for including material that violates the written content restrictions on a 100-point scale.

For NATIONS CUP Team disciplines:

- A 10-point deduction per infraction per judge for including material that violates the written content restrictions on a 100-point scale.

For WORLD BATON TWIRLING CHAMPIONSHIP – Artistic Group ONLY:

- A 10-point deduction per infraction per judge for including material that violates the written content restrictions on a 100-point scale.

5.2 DISPLAY OF PENALTIES:

Penalty judges are designated to display the content restriction penalties and the number of drops assessed following each performance for both organization's judges.

The IBTF Timing & Penalty Sheet will be used to record Nations Cup content restriction penalties, drops and any other penalties that might occur. (e.g.: under time, over time, leaving floor early, etc.).

- ✓ Drops will be recorded, and the number of drops will be displayed by the designated Timing/Penalty Judge following the athlete's performance to the scoring judges, athlete, and audience.
- ✓ Content Restrictions will be recorded, and the penalty will be displayed by the designated Content Restriction Judge following the athlete's performance to the scoring judges, athlete, and audience.

A yellow card with black numbers indicates content restriction penalties. A white card with red numbers indicates the number of drops assessed.

5.3 OTHER PENALTIES:

5.31 Penalties Specific to WBTF Judges

- The score received is out of a possible TEN points for Solo, 2-Baton, 3-Baton
- Artistic Twirl, Duet & Artistic Pair disciplines and out of a possible ONE HUNDRED points for Teams, Groups, & Corps disciplines
- All penalties are recorded separately by designated penalty judges and are not reflected in the score given by the WBTF scoring judges. Penalties are deducted from gross score in tabulation to compute the final net score.

- Drop Penalty value:
 - ✓ A 1% penalty which equals a one tenth of one point (0.1) penalty per drop for Solo, 2-Baton, 3-Baton, Artistic Twirl, Duet & Artistic Pair will be deducted from each judges score on a 10 pt. scale.
 - ✓ A 1% penalty which equals a one full point tenth (1.0) penalty per drop for Team, Groups & Corps will be deducted from each judge score on a 100-pt. scale.
- All other penalties are assessed in the athlete's proficiency and execution

5.32 Penalties Specific to WFNBTAs Judges

- The score received for Solo, 2-Baton, 3-Baton, X-Strut, and Duet disciplines is out of a possible ONE HUNDRED points which then is converted to a 10-point scale in tabulation. The score received for Teams, Groups and Corps is out of a possible ONE HUNDRED points.
- The following penalties are deducted by the WFNBTAs penalty judges and displayed at the completion of each performance.
- Penalty value:
 - ✓ A 1.0 % penalty which equals (1.0) point penalty per drop, fall or two-handed catch for Solo, 2-Baton, 3-Baton, X-Strut, Artistic Twirl, Duet & Artistic Pair **and Teams** deducted from each judge's score.
 - A 0.5 % which equals (0.5) point penalty per drop, fall or two-handed catch for Twirling Corps will be deducted from each judges score
 - ✓ **Penalties specific to X Strut** will be deducted from each judges score:
 - A 0.5 % penalty which equals (0.5) point penalty per out of step, twirling more than 2 revolutions, omitting required basic, floor contact with any part of body other than feet. performance after final salute, drop and incorrect salute
 - A 1% penalty which equals (1.0) point penalty for incorrect floor pattern
 - A 1% penalty which equals (1.0) point penalty for failure to salute
- The Content Restrictions penalties are recorded separately by a designated penalty judge and are given to the WFNBTAs judges to deduct from their gross score following the athlete's performance
- All other penalties are assessed in the athlete's proficiency and execution
- The following penalties are recorded separately by designated penalty judges and are given to the WFNBTAs judges to deduct from their gross score:
 - ✓ Drops will be recorded, and the number of drops will be displayed by the Timing/Penalty Judge following the athlete's performance
 - ✓ Content Restrictions will be recorded, and the penalty will be displayed by the Content Restriction Judge following the athlete's performance
- All other penalties are assessed in the athlete's proficiency and execution

5.33 NORMALIZING SCORES FOR TIE BREAKING PROCESS:

The tie-breaking process happens after all scores are normalized to be out of 10 points.

- a. Judges score according to their own system – (WBTF / WFNBTB)
- b. Penalties are identified by each judge and deducted from their own score. WBTF-specific penalties are only deducted from the WBTF judge scores, and WFNBTB-specific penalties are only deducted from the WFNBTB judge scores.
- c. For Individual/Duet/Pair disciplines the Net scores (after penalties are deducted) are normalized into a score out of 10. Ranking and tie-breaking is done using these normalized scores.
- d. For team/group disciplines, the Net scores (after penalties are deducted) are normalized into a score out of 100. Ranking and tie-breaking is done using these normalized scores.

Tabulation shall use the IBTF Computer Tabulation Programs

6.0 POSTING OF RESULTS

It is particularly important to print the Full Recaps in PDF Format for the Announcer and the Awards Ceremony Director showing the Placement order from last place to first place. Both the Announcer and Awards Director must receive the Recaps as they are completed without delay so that he/she can prepare and organize the file in preparation for the awards ceremonies.

It is also particularly important to post the completed Full Tabulation Sheets in PDF Format showing all scores, all penalties, all placements, and final placement as quickly as possible.

The Full Tabulation Sheets with the results displaying all scores, all penalties, & all placements of each round must be given to the IBTF President, Technical and Judges Chairs

- 1) The Full Tabulation Sheets must be posted in PDF format (both in print and in electronic format) within two hours of the completion of the round. (Printed copies should be posted where they are visible to all coaches and athletes. Electronic copies should be posted on the IBTF website and emailed to all technical advisors and country representatives.)

The Order of Appearance Sheet for the next round of competition should also be posted within two hours” whenever possible” of the completion of the round.

- 2) Copies of the Excel tabulation files with the results must be given to the IBTF Website Administrator for website posting within 2 hours of completion of the round.

6.1 DISTRIBUTION OF COMPLETE EXCEL TABULATION FILES:

The following officials are approved to receive the Excel Tabulation Files upon completion:

- 1) IBTF President
- 2) IBTF Technical Chairs
- 3) IBTF Judges Chairs
- 4) IBTF Website Administrator
- 5) Host Country Tabulation Department

The Excel tabulation files, themselves, should not be distributed elsewhere. They are the actual tabulation system which is intellectual property of the IBTF.

7.0 CERTIFICATES OF PARTICIPATION

All athletes will receive an official Certificate of Participation. The IBTF will be responsible for supplying the template to the host federation to print the certificates. Host federation will be responsible for completing certificates. Certificate to display athletes' name and federation and country.

- *Certificate to be signed by the IBTF President or his/her designate.*
- *Participation Certificates will be inserted in the "federation" package that includes all tabulated results, etc., which is given to each federation at the conclusion of the IBTF World Baton Twirling Championship or Nations Cup.*
- *It is the responsibility of the federation to ensure the participation certificates are given to their athletes.*

8.0 NATIONS CUP CEREMONIES & AWARDS

ATHLETES' PROTOCOL FOR DRESS:

- Opening Ceremony - Federation Track Suits or Warmups
- Awards Ceremony – Costumes
- Closing Ceremony – Federation Track Suits or Warmups
- Team athletes who were in the finals are to wear team costumes under their track suits or warm up.

OPENING CEREMONY - The opening ceremony should be conducted in an efficient and very limited amount of time at a one hour maximum in duration.

OPENING PARADE

- 1) The IBTF and WBTF President, The IBTF Vice and President of the WFNBT and Executive Board Members
- 2) IBTF Member Country's Presidents or Representative
- 3) IBTF Executive Technical Committee Members
- 4) IBTF Member Country Technical Advisors
- 5) IBTF Member Country Judges' Representatives and the Official Judges of the Championships

Following introduction, all VIP's and Officials will be seated in front of the floor.

PARADE OF ATHLETES

Countries will enter the floor in alphabetical order (using English Language alphabet). The host federation will enter last and take the center floor position. The staging may be done in either 1) block formation by rows 2) formation by rows 3) Arc formation by rows



The staging will be determined by the number of countries and size of each federation's team.

The Flag Bearer and Federation Sign of each federation will be at the front.

National anthems will not be played at Opening Ceremonies.

ENTRANCE OF THE IBTF NATIONS CUP FLAG

The flag of the IBTF will enter in a manner as determined by the IBTF. The flag will be raised and will fly for the duration of the competition.

NATIONAL FLAGS RETIRE

Once the flag of the IBTF has been hoisted the announcer will ask that the flag bearers/carriers retire their flags. Each flag bearer/carrier will take the flag to the holding unit that will be in use for the duration of the competition and placed in the required spot.

The host countries flag should be placed in the center of any display unit during the competition with all the other National Flags being placed in alphabetically starting on the left of the host countries flag and the next flag placed on the right of the host country and alternating until all flags are in place.

Welcome Speeches and Introductions:

WBTF & WFNBTAs Presidents Welcome Speech (IBTF President will declare the opening of the competition.)

NATIONS CUP AWARDS CEREMONY

- **INDIVIDUALS** - The top three finalists in each division, level and discipline shall receive the following:

1 st place	Medallion with neck ribbon
2 nd place	Medallion with neck ribbon
3 rd place	Medallion with neck ribbon

- **TEAMS** - 1st, 2nd and 3rd place team members shall all receive a medallion.

It should be noted that Nations Cup placement winners are titled as 1st place, 2nd place, 3rd place and on through 10th. They are not Gold, Silver, Bronze Medalists.

1st-10th place finalists in all individual and team disciplines will receive placement certificates

The IBTF will be responsible for supplying the template to the host federation to print the Finalist certificates. Host federation tabulation department will be responsible for completing certificates. Certificate to display athletes' name, federation, and placement in the final.

STAGING OF IBTF MEDAL CEREMONIES

The Nations Cup Awards ceremonies will be spread out through the competition

The Nations Cup awards will take place on the centre of the floor without the use of Risers or Awards steps. An Awards carpet runner should be placed across the center of the floor. The Kiss n Cry stage will be used for photographs.

PROTOCOL FOR AWARD PRESENTATIONS

Introduction and seating of all VIP's and Officials

ALL age groups in each level of a particular discipline should be brought to the end of the floor at one time by the Floor Monitors (to the audience left side)

10th placed athlete will lead the line across the center of the floor to right side of audience (10th to 4th). 2nd, 1st, 3rd will stop in the center of the floor. When their name is announced the athlete will come forward and step up onto the Awards Podium

2nd, 1st, 3rd 4th, 5th, 6th, 7th, 8th, 9th, 10th

The National Anthem of the 1st Place winner will not be played in the Nations Cup Awards Ceremony.

Following the Flag Ceremony, the athletes will exit to their left and the top 3 Medalists will make their way to the back where the Kiss n Cry Stage is positioned for photographs.

(Placement Holders should have the placement numbers on both sides)

- ❖ The top three finalists in each division will receive their medallion in the center of the floor by the designated IBTF Executive Committee member.
- ❖ The 1st -10th place finalists in each division will receive their finalist certificate on the floor to the far-right side by the designated official.

NATIONS CUP CLOSING CEREMONY

Closing Speeches & Presentations and lowering of IBTF Nations Cup Flag

- 1) Host federation's World Representative and/or Federation's President
- 2) Introduction and Thank You's to Competition Staff
- 3) Any visiting dignitary (i.e. City official, Sponsor, etc.)

Lowering of the IBTF NATIONS CUP FLAG

- 4) WBTF/WFNBTAs Presidents Speech (IBTF President will declare the closing of the competition.)

The closing ceremony should be conducted in an efficient and limited amount of time.

9.0 WORLD BATON TWIRLING CHAMPIONSHIP CEREMONIES & AWARDS

ATHLETES' PROTOCOL FOR DRESS:

- Opening Ceremony - Federation Track Suits or Warmups
- Awards Ceremony – Costumes
- Closing Ceremony – Federation Track Suits or Warmups
- Team athletes who were in the finals are to wear team costumes under their track suits or warm up.

OPENING CEREMONY - The opening ceremony should be conducted in an efficient and very limited amount of time at a maximum of one hour in duration.

OPENING PARADE

- 2) The IBTF and WBTF President, The IBTF Vice and President of the WFNBT and Executive Board Members
- 2) IBTF Member Country's Presidents or Representative
- 3) IBTF Executive Technical Committee Members
- 4) IBTF Member Country Technical Advisors
- 5) IBTF Member Country Judges' Representatives and the Official Judges of the Championships

Following introduction, all VIP's and Officials will be seated in front of the floor.

PARADE OF ATHLETES

Countries will enter the floor in alphabetical order (using English Language alphabet). The host federation will enter last and take the center floor position. The staging may be done in either 1) block formation by rows 2) formation by rows 3) Arc formation by rows



The staging will be determined by the number of countries and size of each federation's team.

The Flag Bearer and Federation Sign of each federation will be at the front.

National anthems will not be played at Opening Ceremonies.

ENTRANCE OF THE IBTF WORLD CUP

The World Cup will enter and will be presented to the IBTF President who will place it on a special table where it will be displayed during the competition.

ENTRANCE OF THE IBTF WORLD BATON TWIRLING CHAMPIONSHIP FLAG

The flag of the IBTF will enter in a manner as determined by the IBTF. The flag will be raised and will fly for the duration of the competition.

NATIONAL FLAGS RETIRE

Once the flag of the IBTF has been hoisted the announcer will ask that the flag bearers/carriers retire their flags. Each flag bearer/carrier will take the flag to the holding unit that will be in use for the duration of the competition and placed in the required spot.

The host countries flag should be placed in the center of any display unit during the competition with all the other National Flags being placed in alphabetically starting on the left of the host countries flag and the next flag placed on the right of the host country and alternating until all flags are in place.

Welcome Speeches and Introductions:

WBTF & WFNBTAs Presidents Speech (Declare the opening of the competition.)

WORLD BATON TWIRLING CHAMPIONSHIP AWARDS CEREMONY

(IBTF awards will not exceed price set by the IBTF Executive Board).

- **INDIVIDUALS** - The top three finalists in each division, level and event shall receive the following:

1 st place	Gold Medallion with neck ribbon (Gold Medalist & World Champion)
2 nd place	Silver Medallion with neck ribbon (Silver Medalist)
3 rd place	Bronze Medallion with neck ribbon (Bronze Medalist)
- **TEAMS, CORPS & GROUPS** - 1st, 2nd and 3rd place team members shall all receive a medallion.

1st-10th place finalists in all individual and team, corps, and group disciplines will receive placement certificates

The IBTF will be responsible for supplying the template to the host federation to print the Finalist certificates. Host federation tabulation department will be responsible for completing certificates. Certificate to display athletes' name, federation, and placement in the final.

STAGING OF IBTF MEDAL CEREMONIES

The awards will take place on the centre of the floor. The Awards Risers or Podium Steps are to be placed in center of the competition floor. The Kiss n Cry stage will be used for photographs.

PROTOCOL FOR AWARD PRESENTATIONS

Introduction and seating of all VIP's and Officials

ALL age groups in each level of a particular discipline should be brought to the end of the floor at one time by the Floor Monitors (to the audience left side)

10th placed athlete will lead the line across the center of the floor to right side of audience (10th to 4th). 2nd, 1st, 3rd will stop in the center of the floor. They will be level with their placement stand but approximately 10 steps behind. When their name is announced the athlete will come forward and step up onto the Awards Podium

2nd, 1st, 3rd 4th, 5th, 6th, 7th, 8th, 9th, 10th

The entire National Anthem of the Gold Medalist will be played, and the Flags of the Gold, Silver, Bronze Medalists will either be raised or displayed electronically.

Following the Flag Ceremony, the athletes will exit to their left and the top 3 Medalists will make their way to the back where the Kiss n Cry Stage is positioned for photographs.

(Placement Holders should have the placement numbers on both sides)

- ❖ The top three finalists in each division will receive their medallion in the center of the floor on the Awards Podium by the designated IBTF Executive Committee member.
- ❖ The 1st -10th place finalists in each division will receive their finalist certificate on the floor to the far-right side by the designated official.

PROTOCOL FOR AWARD PRESENTATIONS ORDER:

Awards to be presented in the following order for all disciplines: :

Women: Youth, Junior, Senior, Adult Divisions

Men: Junior & Senior Divisions

- | | |
|--------------------------------------------|-----------------------------------------|
| a. 1 st -10 th place | Placement certificates |
| b. 3 rd place | Bronze Medallion with white neck ribbon |
| c. 2 nd place | Silver Medallion with red neck ribbon |
| d. 1 st place | Gold Medallion with blue neck ribbon |

Awards ceremonies will be spread out through the competition

Awards will be presented by the IBTF Executive Committee and Dignitaries present.

WORLD BATON TWIRLING CHAMPIONSHIP MEDAL and FINALIST CERTIFICATES PRESENTATION:

1. Medal Presentation Bearers carrying the medals or certificates & any other gifts/awards on pillows or trays should stand directly beside the designated Presenter to their right side.
2. Athletes Names are to be read in order of reverse placement
3. Presenters then step forward and present the medals & any other gift/awards to the finalists at the same time and then exit the floor.
4. After the National Anthem of the Gold Medalist is played and the Flags of the top 3 Medalists have been raised, the medalists will go to the Kiss n Cry Stage for photographs.

WORLD BATON TWIRLING CHAMPIONSHIP CLOSING CEREMONY

Parade of Athletes:

Countries will enter the floor in alphabetical order. The host federation will enter last and take the center floor position. The staging may be done in either: 1) block formation by rows , 2) formation by rows 3) Arc formation by rows
The staging will be determined by the number of countries and size of each federation's team.

Country Awards and the awarding of the World Cup:

Presentation of the Country Awards to 3rd place and 2nd place and to the winning country of the WORLD CUP.

Closing Speeches & Presentations and lowering of IBTF World Baton Twirling Championship Flag

- 1) Host federation's World Representative and/or Federation's President
- 2) Introduction of World Baton Twirling Championship Competition Staff
- 3) Any visiting dignitary (i.e. City official, Sponsor, etc.)

Lowering of the flag of the IBTF

- 4) WBTF/WFNFTA Presidents Speech (IBTF President will declare the closing of the competition.)

The closing ceremony should be conducted in an efficient and limited amount of time.

9.1 MEDALLIONS FOR BOTH NATIONS CUP AND WORLD BATON TWIRLING CHAMPIONSHIP

The host federation is financially responsible for providing the medallions. The design and price point **MUST** be approved by the IBTF President prior to the order being placed and must not exceed the price allocation per medallion.

9.2 THE WORLD CUP AND COUNTRY AWARDS

The federation whose athletes, pairs and team earn the highest number of accumulated place points will receive the "**IBTF WORLD CUP**".

Second and third place countries will also receive an appropriate IBTF award.

If there is a tie for 1st place in the World Cup, the tie will be broken by awarding the federation with the most Gold Medal placements.

9.3 WORLD CUP POINT VALUE AND TABULATION:

Tabulation will add the number of finalists (when applicable) and the remainder of the competitors from the preliminary round in order from highest score. The countries' scores and final placement are also pulled in. Using the number entered, "World Cup" points are awarded in reverse order. Example: if there are 22 competitors, the competitor who took first place would receive 22 points and the competitor in 22nd place would receive 1 point. Ties: if 2 competitors tied for first place, they should both receive 22 points and the competitor in third place should get 20 points.

If a competitor became ill or injured, he/she should still be counted for this process as they will still receive a point. If a competitor became disqualified along the way, she/she should not be included in the number used because they will not receive any points.

Teams and Pairs are also included in the World Cup tabulation. It is configured exactly the same as the individual disciplines. The only difference is that the World Cup points for Teams and Pairs are multiplied by five.

10.0 SPORTSMANSHIP/CODE OF ETHICS

The IBTF believes in the development and promotion of good sportsmanship during competition.

Demonstrations of unsportsmanlike conduct and/or unethical behavior will not be tolerated at the competition. (This includes unsportsmanlike behavior through social media). All penalties will be in proportion to the behavioral display.

Individual athletes, group competitors and spectators causing problems and disturbances are subject to the following treatment:

- Suspension
- Disqualification from future competitions. Time proportional to behavior
- Retraction of placement and awards

11.0 PROTESTS AND APPEALS

Judges decisions are considered final and their scores cannot be appealed.

THE EXCEPTION IS PENALTIES.

Penalties incorrectly assessed for drops and/or content restrictions may be challenged ONLY if the appeal is submitted to the technical director within the 30 minutes following the announcement that the results have been posted and before the next round of competition is to take place or before the final placements are announced at awards ceremonies.

An appeal must be submitted by an official delegate of the Federation (for example: Technical Advisor, or President). Appeal of an incorrectly assessed drop penalty or content restriction involves the technical director and judge's chair ability to review an officially sanctioned video which clearly displays the error.

In order to appeal a penalty, a representative from the affected federation must do so by completing the appeal form (available from the Floor Monitor) within 30 minutes of the results being sent to the federations. The completed forms must be given to the IBTF Technical or Judges Chairs who will review a recording of the performance or will appoint an appropriate-qualified substitute. A fee of 100 USD (or equivalent value in host country's currency) must be submitted with the form which is returned should the appeal result in a change of score, otherwise this fee is retained by the IBTF. Payment may be submitted by cash, credit card or PayPal.

POLICY/PROTOCOL FOR CORRECTING MISTAKES MADE IN ANNOUNCING AND AWARDING OF WRONG ATHLETE: (How to correct and award the correct athlete, how to stage re-presentation, how to correct award picture.)

All tabulated results are considered final 48 hours after the close of the competition. Errors in tabulation or score calculation identified within the immediate timeframe of the competition are to be reported to the competition organizers, who will investigate and correct immediately as necessary.

In this case, to officially correct an error, the following procedure should be implemented:

- Have all competitors in the category/age division who placed report to the competition director with their medallions
- Explain the error to the competitors, award ceremony coordinator, and announcer
- Schedule, as quickly as possible, a public corrected awards presentation of the division
- An official picture of the corrected final placement is taken for historical documentation.
- In the event all competitors cannot be contacted and/or present for a publicly corrected awards presentation for the division, the process stated below will take place:
 - the corrected placements will be announced
 - the official photographer will need to “photoshop” the official picture with the athletes standing in their proper final placement

12.0 DISCIPLINE COMMITTEE

The Discipline Committee shall be chaired by the Vice President, Executive Committee of the World Baton Twirling Federation/World Federation of National Baton Twirling Federations, as needed.

13.0 LIABILITY INSURANCE

Host Federation is responsible for the following insurance coverage for all related activities prior to and during the competition:

- Accident Insurance (per person) - Death, Personal injury causing disability
- General Public Liability Insurance

14.0 MUSIC ROYALTIES

Host Federation is responsible for payment of music royalty licenses for all related activities prior to and during the Competitions.

15.0 PERFORMANCE MUSIC

Music will be played through a computer.

Music for teams, corps and artistic groups will be submitted electronically with each federation/federation's entry form via the ONLINE ENTRY SYSTEM.

Each music file must be labeled, indicating the team's name, federation/federation, and should include the time code. The specific guideline is as follows:

Naming file: Name of Federation/Federation Name of Team + Time Code

Example: FFTB France Toulouse Twirlers + Time Code

Following the entry deadline, the host federation will download all the music files from the federation's ONLINE ENTRY System to prepare for the competition. If there is any change in music prior to the competition, it may be re-submitted to the website and notification must be sent to the host federation no later than 10 days prior to the first day of the competition. All music files must be submitted in .mp3 or AAC format - these are both compressed formats.

All teams should bring a 2nd copy of their music with them to the competition on a flash drive or CD, in case of any unforeseen circumstances that would call for the need to replace the original copy.

16.0 FORMS THAT MUST BE COMPLETED AND SUBMITTED ON THE IBTF WEBSITE

Appendix A - WAIVER OF LIABILITY

Waiver/Indemnity of Liability: I agree to assume the risk that may occur to me, my child, or my group as a result of participation in an IBTF 2022 Nations Cup and World Baton Twirling Championship event. I further agree to indemnify and hold the NBTA ENGLAND FEDERATION, THE BRITISH BATON TWIRLING SPORT ASSOCIATION, the WORLD BATON TWIRLING FEDERATION, the WORLD FEDERATION OF NATIONAL BATON TWIRLING ASSOCIATIONS, and the INTERNATONAL BATON TWIRLING FEDERATION its agents or employees harmless from any loss they may sustain as a result of injury to me (or my child or my group) as a result of my participation in 2022 IBTF Nations Cup and IBTF World Baton Twirling Championship event. I have read the “Parents/Legal Guardians Responsibilities” and as a condition for the organizations listed above acceptance of my child’s (or my) entry in 2022 IBTF Nations Cup and 2022 IBTF World Baton Twirling Championship event, I agree to abide by and perform each of the duties that are set forth in the Waiver of Liability statement.

EACH ATHLETE MUST SUBMIT THE WAIVER OF LIABILITY FORM AT THE IBTF WEBSITE UNDER FORMS.

Appendix B - Participant Media Release Form

I hereby give my permission, as the parent/legal guardian of the participating named below, to the NBTA ENGLAND FEDERATION, THE BRITISH BATON TWIRLING SPORT ASSOCIATION, the WORLD BATON TWIRLING FEDERATION, the WORLD FEDERATION OF NATIONAL BATON TWIRLING ASSOCIATIONS, and the INTERNATONAL BATON TWIRLING FEDERATION for the use and reproduction of the video footage, photographs, voice recordings, or writing of, and/or created by this participating athlete, including posts on website/social media sites. I understand that the use of the participant's image and voice will be primarily for the purposes of education and/or promotion by the NBTA ENGLAND FEDERATION, THE BRITISH BATON TWIRLING SPORT ASSOCIATION, the WORLD BATON TWIRLING FEDERATION, the WORLD FEDERATION OF NATIONAL BATON TWIRLING ASSOCIATIONS, and the INTERNATONAL BATON TWIRLING FEDERATION

I hereby waive any right that I may have to inspect or approve the finished athlete product that may be used in connection herein.

By signing this video release form, each Athlete and Athlete’s Parent/Legal Guardian hereby assigns, transfers, or otherwise conveys all rights, titles, and interests in and to the video created for submission to the NBTA ENGLAND FEDERATION, THE BRITISH BATON TWIRLING SPORT ASSOCIATION, the WORLD BATON TWIRLING FEDERATION, the WORLD FEDERATION OF NATIONAL BATON TWIRLING ASSOCIATIONS, and the INTERNATONAL BATON TWIRLING FEDERATION, including without limitation all copyrights and other intellectual property rights therein.

This video footage may be used for the following purposes:

- Presentation in public theater(s) or public locations
- Educational presentations
- Informational presentations at conferences
- Promotional video for the NBTA ENGLAND FEDERATION, THE BRITISH BATON TWIRLING SPORT ASSOCIATION, the WORLD BATON TWIRLING FEDERATION, the WORLD FEDERATION OF NATIONAL BATON TWIRLING ASSOCIATIONS, and the INTERNATONAL BATON TWIRLING FEDERATION sponsored programs that may be included in a television Internet broadcast.

There is no time-limit on the validity of this release nor is there any geographic specification of where these materials may be distributed.

Athlete and Athlete's Parent/Legal Guardian represents and warrants that the video, audio, photography, and text created is original and does not infringe upon the copyright, trademark, patent, or other intellectual property rights of any third party. If the content created for submission becomes the subject of a claim, suit or allegation of copyright, trademark or patent infringement, the **NBTA ENGLAND FEDERATION, THE BRITISH BATON TWIRLING SPORT ASSOCIATION, the WORLD BATON TWIRLING FEDERATION, the WORLD FEDERATION OF NATIONAL BATON TWIRLING ASSOCIATIONS, and the INTERNATONAL BATON TWIRLING FEDERATION** shall have the right, in its sole discretion, to reject or otherwise disqualify the submission.

Coach, Athlete and Athlete's Parent/Legal Guardian agree to indemnify and hold harmless the **NBTA ENGLAND FEDERATION, THE BRITISH BATON TWIRLING SPORT ASSOCIATION, the WORLD BATON TWIRLING FEDERATION, the WORLD FEDERATION OF NATIONAL BATON TWIRLING ASSOCIATIONS, and the INTERNATONAL BATON TWIRLING FEDERATION** its officers, employees and agents from and against any and all claims, actions, costs, judgments or damages of any type relating to the production or distribution of the video submitted.

Participating athletes 18 and under in age must have parental permission.

EACH ATHLETE MUST SUBMIT THE MEDIA RELEASE FORM AT THE IBTF WEBSITE UNDER FORMS.

Appendix C - IBTF ATHLETES' STANDARDS OF ETHICS & CONSENT FORM

The named athlete as a member, license holder, of their National Organization and/or as a participant (in whatever capacity) in an International Baton Twirling competition, hereby acknowledges and agrees as follows.

1. to agree to the terms of the IBTF ANTI-DOPING CODE and IBTF COMPETITION RULES and agree to submit to the terms of these codes, rules, and regulations. I am aware that if I violate any of these codes and rules, I may be subject to severe disciplinary sanctions as set out in the respective code. Copies of the IBTF ANTI-DOPING CODE and IBTF COMPETITION RULES have been made available to me. Applicable law is Swiss law.
2. to accept the STATUTES of the IBTF, in particular, that the IBTF and my National Federation have jurisdiction to impose sanctions as provided in the IBTF ANTI-DOPING CODE and IBTF COMPETITION RULES as well as the exclusive competence of the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland, which will resolve definitively the dispute in accordance with the Code of sport-related arbitration. Applicable law is Swiss law.
3. understands that by signing this form I am granting my consent to a urine or/and Blood sample being taken from me. I understand that the urine or/and blood sample is to be taken so that it may be analyzed to determine whether it discloses the presence of any substances prohibited under the IBTF ANTI-DOPING CODE, and that if the analysis of the sample reveals the presence of any such substance, or deviations from the normal range in the case of endogenous substances, I may be subject to disciplinary sanctions under the rules of the IBTF ANTI-DOPING CODE.

also understands that the analysis of my sample might reveal evidence of disease. In such an instance I have the right to be informed, however only on my own request, after a confidential notice by the laboratory. Such information will be in all disciplines remain confidential to the laboratory and myself.

Rules of Conduct (Must read and initial each statement to signify they understand and agree:)

	Athlete acknowledges IBTF jurisdiction over his/her membership.
	Athlete agrees to not make any false statement in relation to his or her competition licence.
	Athlete agrees to not make any false statement in relation to his or her application to compete in any competition.
	Athlete agrees to abide by the IBTF Athlete Code of Conduct, and the IBTF and WADA Anti-Doping Policies.
	Athlete agrees to be registered in the IBTF Registered License System and understands that it is his/her responsibility to report to the IBTF and the Anti-Doping Director their intention to become inactive or retire from competition.
	Athlete agrees to abide by the standards of ethics that are set forth in the Athlete's Code of Conduct.

EACH ATHLETE MUST SUBMIT CODE OF CONDUCT & CONSENT AT THE IBTF WEBSITE UNDER FORMS.